



## **ROUTINE ENCROACHMENT PERMIT PROCEDURES**

- The following items are required with each encroachment permit submittal:
    - A completed, signed, brown, encroachment permit application.
    - Three (3) copies of plans.
    - A \$1,000 automatically renewable Certificate of Deposit from a Bay Area bank or an annual bond through a surety company in the amount determined by the City of Fremont (\$1,000 minimum).
    - All required insurance must be on file in the Engineering Department.
1. The encroachment permit application must be an original worksheet. White copies or facsimiles will not be accepted.
  2. The Certificate of Deposit (CD) or annual bond must meet certain criteria. If you choose to provide a CD, please refer to the requirements listed on the back of this sheet. If you choose to provide an annual bond, please ask City staff for an annual bond template. The CD or annual bond can be released upon City approval. It is the responsibility of the applicant to request from the City the release of the CD or annual bond.
  3. Insurance must be on file with Engineering prior to issuance of a permit. Contact Engineering only if you have any questions regarding the insurance requirements listed on the back of this sheet.
  4. The encroachment permit, CD or annual bond and insurance must all have the same applicant name.
  5. Call Underground Services Alert (USA) and acquire USA markings two (2) working days before you dig at (800) 227-2600.
  6. Notify the Inspector twenty-four (24) hours prior to commencement and again upon completion of work. The Inspector's name and phone number will be located at the bottom of the encroachment permit.
  7. Issuance of an Encroachment Permit does not relieve the contractor of his responsibility to obtain permits that may be required from other agencies.
  8. A business license is required to do business in the City of Fremont. Business licenses can be obtained from the Revenue and Tax Division of the Finance Department located on the first floor of the Development Services Center.

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The City of Fremont Engineering Division is the main point of contact for encroachment permits. Applications may be submitted at the Permit Center on the first floor of the Development Services Center located at 39550 Liberty Street, Fremont, CA 94537. For general submittal questions, please call (510) 494-4700.

For more specific questions, you may contact:

Daniel Chiu  
(510) 494-4755

or

Craig Johnson  
(510) 494-4702

or

Steve Otis  
(510) 494-4701

## **INSURANCE REQUIREMENTS**

The following requirements apply to contractors working within the City of Fremont Right of Way or for the City of Fremont with regards to contracts, agreements or the issuing of permits.

- 1) **GENERAL LIABILITY:** Policy limit \$1,000,000. Policy must name the City as additional insured and provide for a 30-day notice of cancellation. If the contractor does not have automobile insurance the general liability policy may include coverage for non-owned and hired autos.
- 2) **AUTOMOBILE LIABILITY:** Policy limit \$1,000,000. Policy must provide for a 30-day notice of cancellation.
- 3) **WORKERS' COMPENSATION:** Policy must meet the State mandated limits. If a contractor has no employees and is exempt from this requirement he must submit a statement declaring he is the sole proprietor and has no employees and is therefore not required to carry Workers' Compensation.

The above requirements must be submitted to the Engineering Division, 39550 Liberty St., P.O. Box 5006, Fremont, CA, 94537-5006 or may be faxed to (510) 494-4721. **A separate Additional Insured, Endorsement is required.**

## **CERTIFICATE OF DEPOSIT REQUIREMENTS**

The City of Fremont accepts a Certificate of Deposit (CD) as a guarantee of work to be completed. The following criteria must be met:

1. CD must be made payable to depositor with the City of Fremont listed as "FBO" (for the benefit of).
2. CD must be automatically renewable.
3. Original CD must be delivered to the City of Fremont Engineering Division with the permit application.
4. CD must be drawn on a branch of a Bay Area financial institution.
5. Interest payments must be made to the depositor.

Any questions regarding Certificate of Deposits should be directed to:

**NORMA CUTTER**  
Treasury Division  
(510) 494-4637

**DON DORMAN**  
Treasury Division  
(510) 494-4616